



ACTIVE-DUTY MILITARY BANNER PROGRAM

Guidelines

Introduction

The City of Murrieta has arranged for the community to honor and pay tribute to the courage, commitment, and heroism of the men and women who are currently serving in the United States Armed Forces through its Active-Duty Military Banner Program. The Active-Duty Military Banner Program is designed to recognize active-duty Murrieta residents. Names submitted will be considered for acknowledgment through this program as well as the City's website.

Application Requirements

To be eligible for the banner program, an **honoree** must be:

1. A current resident of the City of Murrieta, and
2. An active-duty member of the United States Armed Forces

The City of Murrieta will require proof of residency [such as a copy of Department of Defense (DD) Form 2058 - Home of Record or a copy of a utility bill listing the honoree's name and address] and a completed Active-Duty Military Banner Program application form in order for the honoree to be considered.

Only one banner per military serviceperson is permitted.

Banner Design

The front and back of each banner, which measures approximately 2' x 5', will list the honoree's name and branch of service and include a photo (if desired) or the branch logo.

Should a photo be preferred on the banner, please note the following requirements:

1. The photo image should be the official portrait of the honoree in uniform.
2. Two submission formats are allowed:
 - a. 4" x 6" (or greater) photograph of the honoree, or
 - b. JPEG electronic image not less than 400 d.p.i. (or 1 MB)

Cost

There is no cost for the banner or its installation; however, the program is operated through donations. The City of Murrieta will accept donations in any amount to help fund the costs associated with this program from business owners, organizations, residents, applicants, or family members.

Application Submission

Upon receipt, staff for the City of Murrieta will review all submitted applications for completeness. Written notification will then be sent either approving the application with specifics relating to the installation date and location, or asking for further details or clarification should information be missing.

Please submit applications to the following location:

City of Murrieta
Attn: Active-Duty Military Banner Program
1 Town Square
Murrieta, CA 92562

Banner Installation

Submit completed applications* between October and March for banner installation in April/May (by Memorial Day) and between April and September for banner installation in October/November (by Veterans Day). Each banner will remain up for a period of one year, then retired and given to the honoree or family member at a City Council meeting.

Banners are to be installed at the discretion of the City of Murrieta along California Oaks and Murrieta Hot Springs Roads.

The City of Murrieta is not responsible for replacing banners that are stolen, damaged, or destroyed due to age, vandalism, or any acts of nature including high winds.

**Incomplete applications or missing information may delay banner installation.*

Checklist for Application Submission

- Completed application
- Proof of residency
- Photograph if desired

City of Murrieta Contact Information

For more information, please contact the City of Murrieta at (951) 304-CITY (2489) or visit our website at www.murrieta.org.